



Arizona State Library, Archives and Public Records

Records Retention Schedule for the State Board of Nursing

Schedule Number: 144-08-160

Authorization and Approval

Pursuant to ARS §41-1351, the retention periods listed herein are both the minimum and maximum time records may be kept. Keeping records for a time period other than their approved retention period is illegal. However, records required for ongoing or foreseeable official proceedings such as audits, lawsuits or investigations, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule. If it is believed that special circumstances warrant that records should be kept longer or shorter times than the time period listed in this schedule or that any of these records may be appropriate for transfer to the State Archives, please contact the Records Management Division to request a change to the retention period. Only the Arizona State Library, Archives and Public Records has the authority to extend or decrease records retention periods. **Public records, including electronic records not listed in this schedule or on the approved General Retention Schedule are not authorized to be destroyed.**

Approval Recommended

Joey Ridehour, Executive Director
Board of Nursing

Approved

GladysAnn Wells, Director
Arizona State Library, Archives and Public Records

Date Approved: 2/23/2009

AWD-000

**Records Retention Schedule for
State Board of Nursing**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
	Investigative/Disciplinary Records		
1.	Administrative Penalty Records	2	After board action completed
2.	Dismissed / Case Disposition Records	2	After board action completed
3.	Letter of Concern	2	After board action completed
4.	Disciplinary Actions Records		
	a. Civil penalty	5	After board action completed
	b. Decree of censure	5	After board action completed
	c. Probation, suspension and discipline on privilege	10	After board action completed
	d. Denials, voluntary surrender and revocations	10	After board action completed
5.	Unresolved Investigations Records (including applications initiatives investigation)	10	After board action completed
6.	Deceased Records	30 days	After date received and transferred into database
7.	Chemical Addiction Nurses Diversion Option (CANDO) Records	10	After board action completed
8.	Imposters Records	50 years	After calendar year action completed
	Education Records		
9.	Site Visit Reports		
	a. Registered Nurse (RN) / Licensed Practical Nurse (LPN) Programs	10	After date of report
	b. Certified Nurse Assistant (CNA) Programs	4	After date of report
10.	Self Studies Records	4	After date created or received
11.	Investigative Reports		
	a. Supporting evidence for findings in fact	10	After date of report
	b. Supporting evidence for non-disciplinary action	3	After date of report

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<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
12.	Closing Nursing Program Records	50	After program closed
13.	Applications for RN / LPN nursing programs	10	After date of application
14.	Applications for CNA programs	10	After date of application
15.	Certificate of Approval	20	After date issued
16.	Student Handbooks / curriculum	1	After superseded or obsolete
17.	List of Approved Educational Programs	Permanent	Preserve pursuant to ARS §39-101. When the office or city no longer wishes to maintain the permanent records, they should be transferred to the State Archives
18.	Miscellaneous Records Attorney General Memoranda	Permanent	Preserve pursuant to ARS §39-101. Board will transfer records to State Archives when no longer deemed confidential per attorney – client privilege
19.	Banking Records (including statement)	10	After fiscal year received (ADOR)
20.	Licensing / Certification Records Licensing and Certification Records (including initial and reinstatement applications, exam results, verification of licensure / certification, transcripts, official letters validating completion of a program, temporary licensures, verifications from certifying bodies, copies of certification certificates, Nurse System (NURSUS) disciplinary records search, and name change documents) a. Paper (not microfilmed)	Permanent	Preserve pursuant to ARS §39-101. Transfer to State Archives 50 years after received
	b. Paper (microfilmed)	-	After microfilm verified
	c. Microfilm	Permanent	Preserve pursuant to ARS §39-101. Transfer to State Archives 50 years after

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21.	Lapsed / Withdrawn Application Records	2	received After calendar year of application
22.	Renewal Application Records (electronic) a. RN / LPN b. CNA c. School Nurse d. Advanced Practice e. Proof of Citizenship	25	After renewal received
23.	Written request to go inactive	2	After date received
24.	Education and Language Validation Reports When Applicant Not Processed	3	After date received
25.	Fingerprint Result Records a. Negative results / name search b. Positive results	- 2	After license or certificate issued After received, if not triaged and case not opened
26.	Licensing Returned Mail Records	3 months	After returned
27.	Request for Duplicate License	3 months	After processed

Supersedes schedule dated July 6, 2007

Disposition Schedule for AWD -- 000

State Board of Nursing

<i>Record Series</i>	<i>New RS Code</i>	<i>Old RS Code</i>	<i>Time in Office (yrs.)</i>	<i>Time in Records Center (yrs.)</i>	<i>Total Retention (yrs.)</i>	<i>Cut-off</i>	<i>Retention Schedule Code</i>
Investigative/Disciplinary Records - Dismissed	55	009525	1	2	3	After board action completed	144-07-12, Item 12a
Investigative/Disciplinary Records - Letters of Concern	56	019525	1	2	3	After board action completed	144-07-12, Item 12b
Investigative/Disciplinary Records - Administrative Penalties	57	008925	1	2	3	After board action completed	144-07-12, Item 12c
Investigative/Disciplinary Records - Disciplinary Actions - Civil Penalty/Administrative	58	029525	2	3	5	After board action completed	144-07-12, Item 12d (i)

<i>Record Series</i>	<i>New RS Code</i>	<i>Old RS Code</i>	<i>Time in Office (yrs.)</i>	<i>Time in Records Center (yrs.)</i>	<i>Total Retention (yrs.)</i>	<i>Cut-off</i>	<i>Retention Schedule Code</i>
Investigative/Disciplinary Records - Disciplinary Actions - Decree of Censure	59	039525	3	5	8	After board action completed	144-07-12, Item 12d (ii)
Investigative/Disciplinary Records - Disciplinary Actions - Probation, Suspension,	60	049525	3	7	10	After board action completed	144-07-12, Item 12d (iii)
Investigative/Disciplinary Records - Unresolved Investigations	61	079525	3	7	10	After board action completed	144-07-12, Item 12e
Investigative/Disciplinary Records - Chemical Addiction Nurses Diversion Option	62	089525	5	5	10	After board action completed	144-07-12, Item 12f
Licensing/Certification Records - Paper (not microfilmed)	63	009025	5	45	Permanent	Transfer to State Archives 50 years after received	144-07-12, Item 14a

<i>Record Series</i>	<i>New RS Code</i>	<i>Old RS Code</i>	<i>Time in Office (yrs.)</i>	<i>Time in Records Center (yrs.)</i>	<i>Total Retention (yrs.)</i>	<i>Cut-off</i>	<i>Retention Schedule Code</i>
License Renewals - Registered Nurse (RN)/Licensed Practical Nurse (LPN)	64	459025	1	3	4	After renewal process completed	144-07-12, Item 14d (i)
License Renewals - Certified Nurse Assistant (CNA)	65	452414	1	1	2	After renewal process completed	144-07-12, Item 14d (ii)
License Renewals - School Nurse	66	233014	1	5	6	After renewal process completed	144-07-12, Item 14d (iii)
License Renewals - Advanced Practice	67	002425	1	3	4	After renewal process completed	144-07-12, Item 14d (iv)
Bookkeeping Records	68	721317	1	4	5	After fiscal year prepared	144-07-12, Item 17

<i>Record Series</i>	<i>New RS Code</i>	<i>Old RS Code</i>	<i>Time in Office (yrs.)</i>	<i>Time in Records Center (yrs.)</i>	<i>Total Retention (yrs.)</i>	<i>Cut-off</i>	<i>Retention Schedule Code</i>
Claims	69	000316	1	4	5	After fiscal year paid or resolved	144-07-12, Item 19
Encumbrance Records	70	000025	1	4	5	After fiscal year prepared	144-07-12, Item 21
Fund Transfer Records	71	390367	2	3	5	After fiscal year prepared	144-07-12, Item 22
Procurement Records	72	219325	1	4	5	Afer fiscal year covered	144-07-12, Item 23